



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 6

1445 ROSS AVENUE, SUITE 1200  
DALLAS TEXAS 75202-2733

March 20, 1997

Ms. Katrina Lunceford  
Jefferson Parish Library - Acquisitions  
4747 West Napoleon  
Metairie, LA 70002

Dear Ms. Lunceford:

The U.S. Environmental Protection Agency (EPA) appreciates having the Jefferson Parish Library as the designated Administrative Record Facility for the Westbank Asbestos Removal Site. Please place the enclosed Administrative Record in the library to be available for public review. You will be advised when a Notice is placed in the local newspaper notifying the public of the availability of the Administrative Record. EPA may send supplemental volumes and indexes to you, to be placed with the initial record file. The record file should be treated as a non-circulating reference. The records should not be removed from your facility, but may be photocopied. If documents become damaged or lost, please contact the EPA Regional Office for replacements.

The Agency is required by law to establish Administrative Records "at or near a facility at issue". The Administrative Record consists of information upon which EPA bases its selection of response action for a particular removal site. The availability of these records will provide the public the opportunity to comment constructively on site activities and to understand the issues relating to the selection of the response action.

Enclosed is a fact sheet to assist you and your staff in answering questions by the public concerning Administrative Records for selection of removal actions.

To verify the receipt of the Administrative Record, I would appreciate your completion of the attached Document Transmittal Acknowledgment form. Please return this form in the enclosed self-addressed, stamped envelope.

Thank you for your cooperation with the EPA in serving as a Field Repository. If you have any questions or comments, please contact me at (214) 665-2265.

Sincerely,

Carolyn C. Hansen  
Removal Records Coordinator (SF-RR)

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